

## **COLUMBIA COUNTY CODE OF CONDUCT FOR VOLUNTEERS**

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General Standard of Conduct. The expected standard of conduct for all volunteers in the service of the County shall be to act in the public interest as opposed to advancing individual interests. Therefore, in order to render the best possible service to the general public and to reflect positively on the County, high standards of conduct are essential. The tenure of every volunteer shall be conditioned on good behavior and satisfactory performance of assigned duties.

Any action which reflects negatively upon the County or is an impediment to the effective performance of County functions, shall be considered good cause for ending a volunteer service relationship. Such actions include but are not limited to, the following:

- A. Conviction of a felony;
- B. Conviction of a misdemeanor which is related to the position held by the volunteer;
- C. Theft, unauthorized possession, or unauthorized removal of County property;
- D. Sexual or protected classification harassment;
- E. The use of alcoholic beverages, or the use of controlled substances, which affects the performance in the position held by the volunteer;.
- F. Partaking of intoxicating beverages or non-prescription controlled substances while on duty, or being intoxicated while on duty;
- G. Insubordination;
- H. Inefficiency or incompetence;
- I. Inattention to duty, tardiness, indolence, carelessness, or damage to or negligence in the care and handling of County property;
- J. Improper or unauthorized use of County vehicles or equipment;
- K. Misconduct in the performance of duties, or actual malfeasance or nonfeasance;
- L. Violation of departmental or Countywide safety policy;
- M. Willful violation of any provisions of law or rules adopted by the Board of County Commissioners or any provisions of departmental rules.

Sexual Harassment. It is the County's policy that sexual harassment is unacceptable conduct and will not be tolerated. Sexual harassment is a form of sex discrimination and is an unlawful employment practice under Title VII of the 1964 Civil Rights Act. Sexual harassment is defined as deliberate or repeated behavior of a sexual nature which is unwelcome. It can include verbal behaviors such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors. It can also include non-verbal behavior such as suggestive looks or leering, and physical behavior such as pats or squeezes or other touching which are unwelcome.

Sexual advances, requests for sexual favors and other verbal or physical conduct constitutes sexual harassment when:

(1) it creates an intimidating, hostile or offensive work environment; (2) it interferes with the volunteer's work performance; (3) it is part of a supervisor's decision to hire or dismiss; or (4) it is used to make other decisions like job assignment.

Some specific examples of inappropriate or illegal behaviors include: (1) negative or offensive comments, jokes or suggestions about another volunteer or employee's gender or sexuality; (2) obscene or lewd sexual comments, jokes, suggestions or innuendoes; (3) slang, names or labels such as "honey", "sweetie", "boy", "girl", that others find offensive; (4) talking about or calling attention to another volunteer's or employee's body or sexual characteristics in a negative or embarrassing way; (5) laughing at, ignoring or not taking seriously a volunteer or employee who experiences sexual harassment; (6) blaming victims of sexual harassment for causing the problems; (7) continuing certain behaviors after a co-worker has objected to that behavior; (8) displaying sexual pictures, cartoons or calendars on any County property.

Sexual harassment negatively affects morale, motivation and job performance. It results in increased absenteeism, turnover, inefficiency and loss of productivity. It is inappropriate, offensive and illegal, and it will not be tolerated in this County.

If any volunteer feels he or she has been sexually harassed, the volunteer must report the incident immediately to their supervisor. The supervisor shall immediately inform the Human Resources Director and thoroughly investigate the incident, forwarding a written account of the investigation to the Human Resources Director. If the investigation substantiates the sexual harassment complaint, the appointing authority shall apply appropriate disciplinary actions as provided in these Rules, up to and including dismissal. The harassed volunteer shall be informed of the results of the investigation and the discipline imposed, if any. If the appointing authority is the alleged offender or if the volunteer is uncomfortable speaking to the appointing authority, the incident shall be reported to the Human Resources Director who shall follow the noted procedures.

Protected Class Harassment. Harassment of any protected class, in any form, shall subject the offending volunteer to dismissal. Protected classes are race, color, national origin, age, marital status, religion and disability. Columbia County forbids harassment in all forms. If any volunteer feels he or she has been harassed based on inclusion in a protected class, the volunteer must report the incident immediately to the supervisor. The supervisor shall immediately inform the Human Resources Director and thoroughly investigate the incident, forwarding a written account of the investigation to the Human Resources Director. If the investigation substantiates the protected class harassment complaint, the appointing authority shall apply appropriate disciplinary actions as provided in County Personnel Rules, up to and including dismissal. The harassed volunteer shall be informed of the results of the investigation and the discipline imposed, if any. If the appointing authority is the alleged offender or if the volunteer is uncomfortable speaking to the appointing authority, the incident shall be reported to the Human Resources Director who shall follow the noted procedures.

Substance Abuse.

Alcohol. No volunteer may consume or be under the influence of any alcoholic beverage while on official County business, during working hours, or at any time while operating any kind or type of vehicle or equipment while conducting County business. Working hours includes meal and other breaks allowed during the course of a working day. If probable cause exists, the volunteer will immediately be directed to submit to a toxicological analysis. If the volunteer refuses the examination, or if the examination results are positive, the volunteer shall be dismissed.

No volunteer shall possess, distribute or sell any alcoholic beverage while on official County business, during working hours, or at any time while operating any kind or type of vehicle or equipment which is the property of Columbia County. Any volunteer found to have violated this provision shall be dismissed.

Controlled Substances. No volunteer may use or be under the influence of any non-prescription controlled substance while on official County business, during working hours, or at any time while operating any kind or type of vehicle while conducting County business. If an volunteer is taking prescription medication under a doctor's care, such as pain killers or muscle relaxants, that volunteer has a responsibility to inform the supervisor of the medication being taken and the possible effects upon the volunteer's performance.

If probable cause exists, the volunteer may be immediately directed to submit to a toxicological urinalysis. If the volunteer refuses the examination, or if the examination results are positive, the volunteer shall be dismissed.

No volunteer shall possess, distribute or sell any controlled substance while on official County business, during working hours, or at any time while operating any kind or type of vehicle or equipment which is the property of Columbia County. Any volunteer found to have violated this provision shall be dismissed.

Workplace Violence. The safety and security of County employees, volunteers, customers, vendors, contractors and the general public are of vital importance. Therefore, acts of violence made by a volunteer against another person's life, health, well-being, family or property will not be tolerated. Volunteers who engage in any form of workplace violence will be dismissed. The County expressly prohibits the following:

- A. Any act or threat of violence made by a volunteer against another person's life, health, well-being family or property.
- B. Any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion.
- C. Any act or threat or violence which endangers the safety of employees, volunteers, customers, vendors, contractors or the general public.
- D. Any act or threat of violence made directly or indirectly by words, gestures or symbols.
- E. Use or possession of a weapon on County premises, in County vehicles or while conducting business for the County. The sole exclusion is those volunteers in the Sheriff's Department are expressly authorized to possess and use weapons as part of their regular duties.

It is a requirement that volunteers report to their supervisor or the Human Resources Director any behavior that compromises the County's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

Safety. The County believes that safe working conditions for each of its volunteers can be attained through the use of safety equipment, by proper job instruction, frequent review of safe work practices and adequate supervision.

Supervisors are directly responsible for supervising and training their volunteers. This supervision and training includes proper procedures, work practices and safe methods to do the job. Supervisors must enforce County rules and take immediate corrective action to eliminate hazardous conditions and practices. Supervisors shall not permit safety to be sacrificed for any reason. In addition, supervisors will be held accountable for all safety and health issues.

All volunteers are required to follow all established safety policies and procedures. Each volunteer is expected to cooperate in all aspects of the County's safety and health program. Accidents that result due to volunteer negligence may subject such volunteer to dismissal. This includes compliance with the following:

- A. Accidents must be reported immediately to the supervisor.
- B. Required personal protective equipment must be worn by all volunteers. There are no exceptions.
- C. Hazardous conditions and other safety and health concerns must be reported to the supervisor immediately.

Work Rules. The following work rules shall apply to all County volunteers. Other work rules may also apply.

- A. Volunteers shall be responsible for and shall not misuse County property, records or other materials in their care, custody and control.
- B. Volunteers shall deal with the public in a courteous and professional manner.
- C. Volunteers shall deal with County employees, County officials and other governmental agencies in a courteous and professional manner.
- D. Volunteers shall not restrict or interrupt work or interfere with the work of others.
- E. Volunteers shall report for and remain at work only in a fit physical condition which will enable them to perform the essential duties of their position with or without reasonable accommodation.
- F. Volunteers shall not engage in conduct that reflects negatively on the County while on duty.
- G. Volunteers shall not engage in unapproved soliciting or political activity (see below) while on duty.
- H. Volunteers shall not use their position for personal gain, to solicit or conduct personal business or to coerce others.
- I. Volunteers shall not use their positions to obtain information not related to their positions from other employees or volunteers. Volunteers shall use the proper procedures available to the general public to obtain, on their personal time, any such information.
- J. Volunteers shall not possess unauthorized firearms, weapons, drugs or intoxicants while on duty or on County premises.
- K. All reports, records or claims completed by volunteers shall be true and accurate, to the best of their knowledge.
- L. Volunteers shall not remove County property or the property of other employees without express approval of their supervisor or the owner of such property. Volunteers shall not use County property for personal gain.
- M. Volunteers shall not violate any of the laws, statutes or ordinances of federal, state or local governments while on duty or on County premises.
- N. Volunteers shall comply with all County rules, policies and procedures.
- O. Volunteers, while on duty, shall not engage in gossip or spread rumors regarding other County employees or volunteers. Unsubstantiated or baseless charges made by one volunteer against another volunteer or employee will not be tolerated.
- P. Volunteers shall maintain the confidentiality of information encountered both during and after their volunteer service.

Code of Ethics. The Board of County Commissioners asserts that a public office is a public trust, and that as one safeguard for that trust, all County officials and employees are required to adhere to the government standards and practices code of ethics set forth in ORS 244.040. The following conduct is prohibited:

- A. No volunteer shall use the volunteer's position to obtain financial gain for the volunteer's household or family or any business which the volunteer or a member of the volunteer's household or family is associated.
- B. No volunteer shall use information received because of the volunteer's service for private gain if that information is confidential or normally available to the general public only by special request or has not otherwise been dispersed by the County.
- C. No volunteer shall solicit or receive a promise of future employment with the understanding that the promise will influence the volunteer's official action.
- D. No volunteer shall solicit or receive any gift in anticipation of official action to be taken by the volunteer in the course of employment. For the purposes of this and the following section, "gift" shall have the meaning set forth in ORS 244.020(9).
- E. No volunteer shall solicit or receive during a calendar year gifts with an aggregate value of over \$100 from a source that has legislative or administrative interest in the volunteer's office. Any gift in cash is presumed to be a donation to the County and shall be deposited with the County Treasurer.
- F. No volunteer shall take any action on behalf of the County which would create an actual or potential conflict of interest without first notifying the volunteer's appointing authority in writing of the actual or potential conflict of interest and requesting the appointing authority to dispose of the matter giving rise to the conflict pursuant to ORS 244.120.
- G. County officials and volunteers who are in a position to influence contract decisions affecting non-profit organizations shall not serve on decision making boards of, or be employed by, contractors who could benefit from such involvement.
- H. No volunteer shall solicit private business from other volunteers or employees for personal gain while on County time. No supervisor or lead worker shall solicit private or charitable business from their staffs at any time, with the exception of a charitable effort organized County-wide. A volunteer may seek approval from the Board of County Commissioners to solicit private business from other employees when off duty.

Political Activity. Volunteers of the County shall not solicit any money, influence, service or other things of value or otherwise aid or promote or oppose any political committee, nomination or election of a candidate, the gathering of signatures on an initiative referendum or recall petition, the adoption of a measure or the recall of a public office holder while performing volunteer services for the County.

Lockers and Desks. Some volunteers are provided lockers and/or desks for use while at work. Such lockers and desks are provided for the convenience of volunteers, but remain the exclusive and sole property of Columbia County. No personal locks on County lockers or desks are allowed. Moreover, Columbia County reserves the right to open and inspect lockers and/or desks, as well as the contents, effects or articles that are in said lockers or desks. Such inspection can occur at any time, under the procedures established by the Human Resources Director, with or without advance notice or consent, either before or after working hours, conducted by any department head or other employee authorized by the Board of County Commissioners.

Computer Hardware and Software. Volunteers shall make use of computer technology in a legal and ethical manner consistent with government statutes, rules, and regulations. Computer technology shall not be used for purposes that are unrelated to the department's mission or that violate county, state or federal law. Contract provisions, including software licensing agreements, shall be strictly adhered to. Proprietary software cannot be duplicated, modified or used on more than one machine, except as provided for in the manufacturer's license agreement. The illegal reproduction of software is prohibited.

Computers (including modems and fax/modems), computer files, electronic mail (e-mail) and software furnished to volunteers are County property intended for business use and not for personal use. The County strives to maintain a workplace free of harassment and that is sensitive to the diversity of the employee population. Any use of computers, software, files and/or the e-mail system that is disruptive, offensive to others, or harmful to morale is prohibited.

Installation of Hardware/Software. Installation of software and/or hardware onto County owned machines without authorization from a Network Administrator is prohibited. No personal computer equipment shall be installed within the County without pre-authorization from a Network Administrator.

Inspection. All software and data on County owned hard drives or floppy disks are subject to inspection, with the proper authorization from a Network Administrator, at any time.

Unauthorized Access. Unauthorized access to County owned hardware, software or data is prohibited. Installing County owned software on an individual's personal computer is prohibited without approval from a Network Administrator. "Hacking" or the attempt to do so is prohibited.

Movement of Equipment. Computer equipment may not be moved or modified without the prior authorization of a Network Administrator.

System Files. No system files on computers shall be modified without authorization from a Network Administrator.

Electronic Mail (E-Mail) and Internet Access. The County's e-mail system may be made available for volunteer use for business purposes, not for personal use. Any message put into the system is not a private communication.

Volunteers may be provided with access to the Internet. This access is to be used only for a limited purpose related to County business and all activities using the Internet should be work- related. Prohibited uses of the Internet include, but are not limited to, commercial, political and lobbying, collective bargaining (union activities or communications), funding raising and any illegal activities. Personal use of any kind is prohibited. Internet access can only be provided by a Network Administrator. Only those volunteers authorized to utilize the County Internet access may do so. No volunteer may share an access code with another volunteer or employee. No volunteer may use a County Internet access path to access a personal account.

As in all other situations, volunteers are expected to communicate using e-mail and the Internet in a professional manner that will reflect positively on them and the County.

The County reserves the right to monitor and access e-mail communications and Internet access - for the protection of such systems, to monitor compliance with County policies and to ensure that confidential information and trade secrets do not enter the public domain. Review of Internet access accounts will be available monthly. Volunteers should have no expectation of privacy with their e-mail communication or the Internet access.

Volunteers should be aware that communications via any external communications system (e.g., the Internet, Compass, etc.) are subject to interception by outsiders. Communications containing confidential information should only be transmitted via such systems when absolutely necessary and should be encrypted to protect the confidentiality of the information.

The use of the e-mail system or Internet for the purpose of violation of any other person's or entity's copyright is prohibited.

All County volunteers are required to observe common standards of etiquette in connection with all communication via the e-mail or Internet system. The use of the e-mail or Internet system to make harassing communications of any kind (e.g., in the context of gender, race or religious discrimination) is prohibited.

E-mail (internal or external) is a public record and subject to public record regulations with respect to inspection and disclosure. Any message regarding creation of, interpretation of, deliberation towards or otherwise relating to a County policy or procedure may be subject to the public records disclosure. Therefore, volunteers should print copies of relevant e-mail message (internal or external) for the file.

Volunteers shall share all passwords they may set on the computer or on any document with their volunteer supervisor.

As with all computer system access, volunteers are responsible for maintaining the security of their e-mail and Internet access. Procedures for choosing and protecting passwords and log on/off procedures shall be followed. If a volunteer discovers a breach in security or suspects security has been threatened, the employee shall notify a Network Administrator immediately.

Cost Consciousness. County volunteers shall practice every economy possible in the discharge of their duties. Volunteers are encouraged to recommend to their supervisors work procedures which will result in a cost saving or improved service to the public.



Telephone/Fax Usage. All County volunteers are expected to provide courteous and informative service when using the telephone to conduct County business. Volunteers are to charge personal long distance phone calls to their personal telephone number or calling card and are to limit personal calls. Personal calls on cellular telephones are to be limited to emergency/notification needs only. Facsimile machines are not to be used for personal use unless the appropriate fee is charged and paid, as paid by all members of the public.

Dress and Personal Appearance. Each volunteer is expected to dress appropriately for the job and to present an appropriate business appearance. The department head will be responsible for setting standards for appropriate dress in the department.

Use of County Vehicles. Volunteers who operate County vehicles are expected to exercise care, perform required maintenance and to follow all operating instructions, safety standards and guidelines. This includes, but is not limited to:

- A. Volunteers must wear seatbelts at all times the vehicle is in motion.
- B. No consumption of alcohol or drugs while operating a County vehicle is allowed.
- C. Volunteers are prohibited from providing rides to hitchhikers. Volunteers may use County radios or cellular telephones to arrange for aid to stranded motorists.
- D. Volunteers must notify the supervisor immediately of any accidents, damage or needed repairs and complete the appropriate reports.
- E. Volunteers must notify the supervisor of any personal conviction of any major traffic violations or loss of license.
- F. County vehicles are not to be used for conducting personal errands or transporting family members or friends, except during the work day, within the County, for occasional personal errands, such as driving to a restaurant for the lunch break.
- G. Volunteers must obey all laws and regulations related to the operation of motor vehicles.

Smoking in the Workplace. Smoking is banned in all County buildings and offices, except those particular places officially designated specifically as "Smoking Areas". Smoking is also banned in all County vehicles.